

**RULES
OF
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF REGULATORY BOARDS
TENNESSEE STATE BOARD OF ACCOUNTANCY**

**CHAPTER 0020-2
EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

TABLE OF CONTENTS

0020-2-.01	Recognized Colleges and Universities	0020-2-.03	Experience
0020-2-.02	Education		

0020-2-.01 RECOGNIZED COLLEGES AND UNIVERSITIES.

- (1) As used in this chapter, a “semester hour” means the conventional college semester hour. Quarter hours may be converted to semester hours by multiplying them by two-thirds.
- (2) For purposes of evaluating the education qualifications of applicants for certificates under T.C.A. §62-1-106, the Board will recognize those junior colleges, colleges and universities accredited at the time the applicant’s degree was received by virtue of membership in one of the following regional accrediting agencies.
 - (a) Southern Association of Colleges and Schools;
 - (b) Middle States Association of Colleges and Schools;
 - (c) New England Association of Schools and Colleges;
 - (d) North Central Association of Colleges and Schools;
 - (e) Northwest Association of Schools and Colleges; or
 - (f) Western Association of Schools and Colleges.
- (3) A listing of accredited colleges and universities recognized by the Board is contained in the “Accredited Institutions of Post-Secondary Education,” published by the American Council on Education for the Council on Post-Secondary Accreditation. However, an applicant whose degree was received from a non-accredited college or university may qualify under the provisions of paragraphs (4), (6) or (7) of this rule.
- (4) If an institution was not accredited at the time an applicant’s degree was received but was accredited at the time his application was filed with the Board, the institution will be recognized as acceptable to the Board for the purposes of T.C.A. § 62-1-106, provided the institution:
 - (a) Certifies that the applicant’s total educational program would qualify him for graduation with a baccalaureate degree during the time the institution has been accredited; and
 - (b) Furnishes the Board satisfactory proof, including college catalogue course numbers and descriptions, that the pre-accrediting courses used to qualify the applicant as an accounting major can be matched with substantially equivalent post-accredited courses.

(Rule 0020-2-.01, continued)

- (5) If an applicant's degree was received at an accredited college or university as defined in paragraphs 3 and 4 of this rule, but the education program used to qualify the applicant included courses taken at either a two-year or a four-year non-accredited institution either before or after graduation, such courses will be deemed to have been taken at the accredited institution from which the applicant's baccalaureate degree was received, provided the courses were either accepted by virtue of inclusion in an official transcript or by certification to the Board.
- (6)
 - (a) A graduate of a four year degree granting institution which was not accredited at the time the applicant's degree was received or at the time of filing will be recognized by the Board as a graduate of a four year accredited college or university, provided:
 - 1. An accredited college or university, as defined in paragraphs 2 and 3 of this rule, accepts the applicant's non-accredited baccalaureate degree for admission to a graduate business degree program;
 - 2. The applicant satisfactorily completes at least fifteen (15) semester or twenty-two (22) quarter hours, or the equivalent, in post-baccalaureate education at the accredited institution, of which at least nine (9) semester or thirteen (13) quarter hours, or the equivalent, shall be in accounting; and
 - 3. The respective accredited college or university certifies that the applicant is in good standing for continuation in the graduate program (or has maintained a grade point average in these courses that is necessary for graduation).
 - (b) A graduate seeking recognition under this paragraph shall provide to the Board, at his own expense, a complete course by course evaluation of any foreign transcripts by the Foreign Academic Credential Service, Inc., or a comparable service as approved by the Board.
- (7) Notwithstanding the foregoing provisions of this rule, the Board may recognize, after thorough evaluation, any junior college, college or university holding membership in the Association of Independent Colleges and Schools for purposes of evaluating the educational qualifications of applicants pursuant to T.C.A. § 62-1-106. Provided, however, the Board may impose such reasonable limitations as it deems necessary on the scope of recognition to be given any individual institution pursuant to this paragraph.

Authority: T.C.A. §§58-308; 62-1-105(e)(3); 62-1-106 and 62-1-111(12). **Administrative History:** Original rule filed May 28, 1987; effective August 27, 1987. Amendment filed August 5, 1991; effective September 19, 1991. Amendment filed February 8, 1993; effective March 25, 1993. Amendment filed April 20, 1994; effective July 4, 1994. Repeal and new rule filed June 10, 1999; effective August 24, 1999.

0020-2-.02 EDUCATION.

- (1)
 - (a) For the purposes of T.C.A. §62-1-106(c), the education requirements for a CPA certificate, which must be met no later than the date of application for the first sitting for the Uniform CPA Examination, shall be a baccalaureate or higher degree which contains, as a minimum, 150 semester hours or 225 quarter hours from an accredited college or university (as specified in Rule 0020-2-.01), which offers a baccalaureate degree, including a total education program with a concentration in accounting and general business as follows:
 - 1. Twenty-four (24) semester or thirty-six (36) quarter hours in accounting education including the elementary level;

(Rule 0020-2-.02, continued)

2. Not more than three (3) semester or four (4) quarter hours may be internship programs which may be applied to the twenty-four (24) semester hours or thirty-six (36) quarter hours in accounting; and
3. Twenty-four (24) semester or thirty-six (36) quarter hours in general business education in one or more of the following:
 - (i) Computers
 - (ii) Business Law
 - (iii) Algebra, Calculus, Statistics, Probability
 - (iv) Economics
 - (v) Finance
 - (vi) Management
 - (vii) Marketing
 - (viii) Information Systems
 - (ix) Ethics
 - (x) Business Communication
- (b)
 1. For purposes of this rule, accounting hours, other than elementary courses above the minimum requirement, may be substituted for general business education.
 2. For purposes of this rule, candidates must have at least twelve (12) semester hours or eighteen (18) quarter hours of accounting education and at least twelve (12) semester or eighteen (18) quarter hours of general business courses at the upper division level.
 3. For purposes of this rule, one (1) graduate hour from a recognized college or university will count as one and one half (1.5) credit hours.

Authority: T.C.A. §§62-1-105(e)(3) and 62-1-106. **Administrative History:** Original rule filed June 10, 1999; effective August 24, 1999.

0020-2-.03 EXPERIENCE.

- (1) The experience required to be demonstrated for issuance of an initial certificate pursuant to T.C.A. §62-1-106(j) of the Act shall meet the requirements of this rule.
 - (a) Experience may consist of providing any type of services or advice using accounting, attest, management advisory, financial advisory, tax or consulting skills.
 - (b) The applicant shall have his/her experience verified to the Board by a licensee as defined in the Act or a licensee from another state. Acceptable experience shall include employment in industry, government, academia or public practice. The Board shall look at such factors as the complexity and diversity of the work.

(Rule 0020-2-.03, continued)

- (c) One (1) year of experience shall consist of full or part-time employment that extends over a period of no less than a year and no more than three (3) years and includes no fewer than 2,000 hours of performance of services described in subsection (a) above.
 - (d) In accordance with T.C.A. § 62-1-108(c)(2) any individual licensee who is responsible for supervising attest services and signs or authorizes someone to sign the accountant's report on the financial statements on behalf of the firm, shall meet the experience requirements set out in the professional standards for such services recognized by the Board.
 - (e) Experience must be earned within the ten (10) year period immediately preceding the latest application for a certificate under the Act.
- (2) Evidence of Applicant's Experience.
- (a) Any licensee who has been requested by an applicant to submit to the Board evidence of the applicant's experience and has refused to do so shall, upon request by the Board, explain in writing or in person the basis for such refusal.
 - (b) The Board may require any licensee who has furnished evidence of an applicant's experience to substantiate the information.
 - (c) Any applicant may be required to appear before the Board or its representative to supplement or verify evidence of experience.
 - (d) The Board may inspect documentation relating to an applicant's claimed experience.

Authority: T.C.A. §§62-1-105(e)(3); 62-1-106 and 62-1-108. **Administrative History:** Original rule filed June 10, 1999; effective August 24, 1999.